



Job Opportunity Bulletin

Staff Counsel

Tenure/Timebase:	Permanent Full Time
Office/Location:	California Commission on Teacher Credentialing Division of Professional Practices 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	Range A \$3834 - \$4208/month Range B \$4414 - \$4847/month Range C \$5320 - \$6433/month Range D \$5988 - \$7386/month
Final Filing Date:	February 28, 2006, or until filled
Contact:	Brenda Rutledge (916) 324-5953

Duties:

Under the general direction of the Director of the Division of Professional Practices, the Staff Counsel is responsible for the following:

- Provide legal support to the Committee of Credentials (COC). Responsibilities include: the preparation of documentary evidence; conferring and negotiating with representatives regarding pending licensing cases and reviewing and drafting legal memoranda and appropriate staff recommendations and referrals for presentation to the COC, the Commission and the Office of the Attorney General.
- Provide legal support to the various divisions of the Commission.

Conditions of Employment: Fingerprint Clearance is required.

Desirable Qualifications:

- Strong written and oral communication skills
- Knowledge of California Penal Code & California Criminal Justice system
- Ability to work cooperatively and effectively with others
- Ability to handle stressful or sensitive issues with tact and diplomacy
- Demonstrated sense of responsibility for the job and good attendance
- Able to maintain strict confidentiality
- Good attendance, punctuality, and work attitude

Who May Apply:

Individuals who possess the desirable qualifications listed above and who have eligibility for appointment to the above classification (e.g., transfer, list or reinstatement) may apply. The appointment is subject to the State Restriction of Appointment (SROA).

Important Note:

Interested applicants must submit a State Application (STD 678) to the above address, Attn: Brenda Rutledge. The applications will be screened and only the most qualified applicants will be invited for an interview.

<i>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i>
